How to Use DEAN CareerLink

I. Logging In: You will need to use your DEAN email in order to gain access. Your Dean email is your username.
   - Go to https://dean-csm.symplicity.com/students/
   - Use your Dean email and the password that was sent to you. Can’t find your password? No worries. Click on “Forgot Password” to receive an email that will help you get reset. (Once you have made an account you may begin building your profile).

II. Building Your Personal Profile:
THIS IS THE FIRST THING YOU SHOULD DO BEFORE NAVIGATING OTHER PARTS OF THE SYSTEM.
   - Click on the “Profile” tab listed on the top navigation bar and proceed to fill out your contact information, academic information etc.

III. Manage Documents: Click on the “My Documents” tab listed next to “Profile” along the top navigation bar.
   - This is where you will be able to upload essential documents such as your resume and cover letter that you will need before applying for positions.
   - You may upload as many as you would like by clicking “add new” on the bottom left.

IV. Apply for Positions: Click on the “Jobs & Internships” tab along the top navigation bar.
   - A drop down will appear with career search databases (For work-study positions click on the 1st option “DEAN CareerLink Jobs”)
   - Use the dropdown menu to sort through job listings. (Sort by Position Type, Job Function etc.)
   - Click on the desired job title to review position details, resume submission deadlines, and to apply.
   - If you have a resume in the system and you are qualified for a specific position, the “Apply” button will appear on the top right. When you’re ready, click the “Apply” button and submit a resume by highlighting the proper resume name from the Resume dropdown.
   - Click the “submit” button and your resume is automatically emailed to the person connect to the job.

V. Follow-up: Applying is great but...applying is just the first step.
   - In virtually all situations, you will know the name of the contact person for each position as well as the email and/or phone number. This is extremely helpful in allowing you to follow-up.
   - You applied for a week or two and haven’t heard back. Follow-up.
   - If the position is on campus, you can call, email or even try to visit the supervisor in their office.
   - Showing interest goes a long way in starting to prove to an employer that you really want the job. So, follow-up!

Navigate the system:
   - Access all of the website’s sections by clicking on “Short Cuts”
   - View important event dates (employer showcases, internship fairs etc.) by clicking on highlighted days in the Calendar.

Advanced Tips:
   - Mark a job as “Favorite” by clicking the star icon that appears to the left of the job title
   - View all favorite jobs by clicking on “DEAN CareerLink Jobs” and click the “Favorites” tab.
   - Everything you apply for in the system will be tracked so you can always go back and take a look.

Need help with a resume, cover letter, or interviewing? Having trouble using DEAN CareerLink?
Call or stop by the Robbins Family Center for Advising and Career Planning | 508-536-1536 | Campus Center 125

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